



National Environmental  
Laboratory Accreditation  
Conference

FROM: Jeanne Hankins  
NELAP Director

TO: NELAC Community

DATE: August 22, 2000

SUBJECT: Request for Nominees to serve on the AARB

Dr. David Maserang recently resigned from the Accrediting Authority Review Board (AARB) due to a change in his employment. Therefore, it is important to find a new member as soon as possible. The AARB performs an important function in assuring that all the NELAC standards are applied uniformly. Therefore, I am appealing to the entire NELAC community to nominate a candidate who would prove to be a valuable addition to the AARB. Please note that the Environmental Laboratory Advisory Board has been notified of the search for a nominee.

I am interested in rapidly reaching the balance as defined under the new AARB charter's section on membership (Attachment A). In order to do so, I suggest that a member be nominated from one of the NELAP Accrediting Authorities in Regions 2 (NJ,NY), 3 (PA), 4 (FL), 5 (IL), 7 (KS), 8(UT) or 10 (OR). This takes into consideration that the current members are from EPA/OW, Region 1 (VT), Region 6 (OK), and Region 9 (NV) and none represents an accrediting authority. Note that if a nominee serves on the Board of Directors or a NELAC committee, they must resign that position to serve on the AARB.

Please submit nominations by email to [hankins.jeanne@epa.gov](mailto:hankins.jeanne@epa.gov), using the attached form (Attachment B). Nominations must be received by **September 12, 2000** as I will be consulting with the NELAC Board during the meeting on September 14, 2000 on the selection of a new member. I appreciate your help in this search.

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**SECTION 4 OF THE AARB CHARTER**

4. COMPOSITION. The AARB is composed of five voting members and one non-voting member. Each member shall be appointed for a five-year term.

- The non-voting member shall be a representative of the USEPA and appointed by the NELAP Director. The appointment should be rotated among the EPA Regions and EPA Headquarters.
- The five voting members shall consist of one federal accrediting authority official and four state accrediting authority officials, of which at least three must be from NELAP-recognized state accrediting authorities.
- The state accrediting authority officials should be from different EPA Regions.
- The appointments must be made in such a manner that the correct mix of membership is maintained at all times. Any AARB member appointed prior to July 1, 1999 will remain an AARB member even though the correct mix of membership may not be attained until July 1, 2004.
- Appointments to the AARB are made by the NELAP Director after consultation with the NELAC Board of Directors. The Director will solicit nominees from the NELAC stakeholders and present them to Board of Directors. Nominations are to be submitted to the NELAP Director three months prior to the NELAC annual meeting.
- Voting members of the AARB shall not be NELAP staff, on the NELAC Board of Directors or a member of a NELAC standing committee. The AARB annually selects one of its members to serve as its chair. The AARB may establish subcommittees as it finds necessary to carry out its responsibilities. Such subcommittees will report back to the AARB.